

**IOWAccess Advisory Council
Meeting Minutes of July 12, 2006, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3**

FINAL

Present: Sheila Castaneda, Dick Neri*, Herb Strentz, Barbara Corson, Quent Boyken, Dawn Ainger, Marsha Ternus, Miriam Ubben, Teresa Selberg, Carmine Boal

Absent: Mary Maloney, David Redlawsk, Kelly Hayworth, Glen Dickinson, Tom Gronstal, Lawrence Lentz, Bob Brunkhorst, Vicki Lensing, Jeff Danielson

Guests: Tim Erickson, Rochelle Little, Harry Davis, Dr. Yu-Che Chen, Dean Lerner, Ken Tow, Sandra Taylor, Tim McLaughlin, Judy Harrison, Judy Peters, Bill Peterson (ISAC), Pat Deluhery, John Hove, Lana Morrissey, Mark Uhrin, Tom Shepherd, LeLoie Dutemple, Erich Grubert, Robin Harlow (ISAC), Diane Van Zante (recorder)

* participated by phone

Council Chair, Sheila Castaneda, opened the meeting and noted that a quorum of members was in attendance. Representative Carmine Boal is new to the Council. She introduced herself; remaining members and guests introduced themselves.

1. Approve Minutes - Sheila Castaneda, Chair.

Marsha Ternus and Teresa Selberg moved approval of the May 10, 2006 meeting minutes. An oral vote was taken and the minutes were approved as written. At the May meeting, a website development project for the City of Dubuque was presented. The project generated a discussion about intellectual property and software rights. Chris Coleman, City of Dubuque, was going to contact the original vendor to try to get the design documents, templates, and data base schema. Sheila contacted Mr. Coleman to check the status of this request; he had not had an opportunity to follow up. Marsha asked that there be a permanent agenda item for follow-up items. Barbara Corson talked briefly about the IOWAccess coordinator position; she sat on a panel that interviewed five candidates. Mark Uhrin reported that the field had been narrowed to one candidate.

Financial Report – Receipts from DOT record fees are on the rise. There have been no unusual expenditures. Unobligated cash stands at \$1,019,015. For those who are new to the Council, the Chair explained how the financials are laid out, where the money comes from, etc. Funds are held in a revolving account.

2. DIA Food Inspections (Request for Planning Funding) - Dean Lerner, Department of Inspections and Appeals (DIA).

Mr. Lerner thanked the Council for funding the restaurant inspections project and thanked ITE for developing it. There is a link to the website (<http://foodandlodgingreports.iowa.gov/>) directly off of the DIA homepage. Iowa is the only state in the nation to have real time inspection reports online. DIA is seeking \$10,500 in planning funds for the next phase of

this project which is to incorporate a restaurant locator. Eventually, they would like to add online licensing too so that restaurants can file and pay online.

Q. After the planning phase, what is the cost estimate for phase two?

A. Mark Uhrin believes it will be under \$25,000.

Q. Is the state restaurant association willing to contribute any funds?

A. Dean has not spoken to them, but would be willing to do so.

Q. Is this type of high end locator service really needed?

A. There are a lot of compelling state services where this type of thing would be helpful, such as a website that tells us where a person could go to get tested for aids. Sometimes there isn't an advocate even when there is a need.

Quent Boyken moved approval of the funding. Discussion:

Q. Is there going to be advertising on the site?

A. It is not being considered at this time.

Q. Does a restaurant locator service really fall within the mission of the Dept. of Inspections and Appeals?

A. The locator service does take you to the inspection report for each restaurant. Mr. Lerner views this as a benefit to citizens.

Quent renewed his motion for approval of the mapping tool and the licensing project. The application could serve as a prototype for other projects and it does fit within the mission of the IOWAccess Advisory Council. Marsha Ternus seconded the motion. An oral vote was taken and the funding was unanimously approved.

3. 28E Project Website – Dr. Yu-Che Chen, Iowa State University (ISU).

Two websites will soon be available that offer information on interlocal/28E agreements:

www.sos.state.ia.us/28E (through the Secretary of State's Office) and

www.ucs.iastate.edu/mnet/28e/home.html (through Iowa State University). Plans are for the system to go live by the end of the month. The 28E project facilitates three things: 1) allows citizens and policy makers to engage in evidence-based deliberation on collaboration, 2) increases efficiency in processing collaboration (28E) information, and 3) encourages more effective management of collaborative projects. Work remains on both the training and marketing components.

Local E-Government in Iowa – Dr. Yu-Che Chen, Iowa State University (ISU).

This project has two parts: 1) working with the Iowa State Association of Counties (ISAC) to determine IT capacity, and 2) getting a better sense of what citizens and businesses want from local government. Most Iowa cities and counties are still in their infancy in E-Government. Only one-third of Iowa cities have an official website. ISU would work closely with ISAC and the Iowa League of Cities. ISAC has committed to funding the capacity survey (approximately \$4000) and ISU has committed to about \$8000 in student and faculty time.

Per the minutes of the May 10, 2006 meeting, the Council chose to postpone action on this portion of the project (local government) until the new IOWAccess Coordinator is on board

and can strategize about the usefulness of such a project. Sheila also advised that she spoke with John Gillispie earlier in the week and he does not favor moving ahead at this point in time. Since action was taken at the last meeting, no additional action is warranted today.

4. IDALS FARMS Project (Request for Implementation Funding) - Ken Tow, Iowa Department of Agriculture and Land Stewardship.

This project addresses the cost share program delivered locally through the Soil and Water Conservation Districts. The current paper-based system will be replaced by an Internet-based system. The Council previously allocated \$150,000 for the planning phase; IDALS is now seeking \$295,000 for the implementation phase. Marsha Ternus and Barbara Corson moved approval of the funding. An oral vote was taken; the motion was unanimously approved. The projected completion date is November 1st.

5. Targeted Small Business Website Project (Request for Increase in Funding) - Mark Uhrin, DAS-ITE.

This project was originally funded by the Council in FY04 for \$45,000. The total project cost was estimated and approved without a complete understanding of requirements and effort. The Department of Inspections and Appeals (DIA) is seeking an additional \$15,000 to complete the targeted small business website. Dick Neri moved approval, Quent Boyken seconded the motion. An oral vote was taken; the motion was unanimously approved. The project is targeted to be completed by the end of August/beginning of September.

6. Social and Charitable Gambling (Request for Increase in Funding) - Mark Uhrin, DAS-ITE.

The Department of Inspections and Appeals previously applied for and was granted \$80,000 to implement a web-enabled system for managing social and charitable gambling licenses. An additional \$7,000 is needed to complete the project. The new system should be ready to roll out in mid to late August. Quent Boyken and Teresa Selberg moved approval of funding. An oral vote was taken; the motion was unanimously approved.

7. Unemployment Insurance Tax (Request for User Fee for Online Filing) - LeLoie Dutemple, Iowa Workforce Development (IWD).

Unemployment Insurance Services (UIS) has begun a project to utilize technology aids and custom software to automate many functions and provide staff with tools to better manage information and tasks. The initial phase of the project will enable employers to submit their tax obligation data and make their tax payment over the Internet. IWD intends to have Iowa Interactive build the application. To pay for development and ongoing operational costs, UIS is proposing a user fee: \$2.00 per filing for the first 100,000 filings made through the online application, \$0.15 per filing after the initial 100,000 filings.



Board Presentation
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Payments would be made electronically, either by credit card or E-check, using ITE's payment engine. UIS proposes an initial fee of 4% of the credit card transaction with the understanding that the percentage would be reviewed and adjusted semiannually. For those

paying by electronic check, there would be a 26 cent transaction fee, which is the standard ITE ePayment service fee. For those who cannot file electronically, paper transactions will still be accepted.

Quent Boyken moved approval of the transaction fees and applauded the department's initiative; Barbara Corson seconded the motion. An oral vote was conducted; the motion was unanimously approved.

8. Criminal History Checks (Request for Increase in Funding) – Mark Uhrin, DAS-ITE.
Funding was initially approved by the Council in FY04 for \$47,375 to build a web-enabled system to allow individuals to perform criminal history checks. Based on a new estimate, the total to complete the project is \$69,375, an increase of \$22,000. Marsha Ternus moved approval of the additional funding; Dick Neri seconded the motion. The project is slated to be completed by the end of the year. An oral vote was taken; council members voted unanimously to support the request.
9. Rework of the State Homepage - Tim Erickson, Iowa Interactive.
The State of Iowa homepage is now three years old. It is time once again for a major overhaul. There have been tremendous technological and feature advances in the last few years. Tim hopes to feature podcasting with famous Iowans and to restructure the architecture. Many services are available online now, compared to three years ago. A statewide marketing plan, including billboards, bus tours, advertising at football games, etc., is being developed. If council members have any suggestions, please send them to Tim. The concept of live help is also being considered; discussions are occurring with the State Library Commission about providing that service. Usability of the new site will be a key component of the redesign. The information will be adapted to four different entities: citizens, visitors, businesses, and government. Iowa Interactive does not maintain all State of Iowa agency websites. Some of the non-Iowa Interactive sites are ADA (Americans with Disabilities Act) compliant, some are not. Are the agencies aware that they aren't ADA compliant? Some are aware, some aren't.

Justice Ternus stated that the Judicial Branch website was recently recognized as one of the top ten court websites of 2005.

10. Role of IOWAccess Members in Advancing e-Government - Sheila Castaneda, Chair.
This concern arose partially due to Iowa State University's proposal. Herb Strentz would prefer to have council members enlighten each other, rather than utilize a survey to determine what is needed. What kind of a vehicle should we have, if any, for more direct involvement rather than waiting for projects to come before the Council? The new IOWAccess coordinator should review the University's reports and report back on what he views as top priorities. The number of new proposals being submitted has decreased. Maybe we should ask the agency CIOs what they need. The more we market what's already been done, the more it will generate ideas by other groups. Tom Shepherd will forward a list of IOWAccess services, sponsoring agencies, and URL's. Part of the new coordinator's responsibility will be to drum up business. Dawn Ainger would like to see more detailed information on how project estimates are calculated in order to determine if the costs are accurate. How does the

Council determine its success? The Chair explained that the Council's mission is to promote e-government services, to consider how many people would be affected by the project, and to look at the value added quotient; the Council acts in an advisory capacity.

11. ITE Project Updates - Mark Uhrin, DAS-ITE.

Licensing and Beer/Wine Taxation Web Access: The systems are up, they are basically code complete.

ATV, Boat and Snowmobile Licensing: We haven't heard anything. It appears that the Department of Natural Resources (DNR) has chosen to go to RFI/RFP for this project.

Performance Management Application: After revisiting the project, DNR does not believe that it falls within the IOWAccess mission. Mark received a letter from DNR and will forward that.

School Notification Program: Looking to begin pilot testing.

Mark's biggest challenge is finding more projects. Sheila expressed concern about the projects that aren't progressing.

Tom Shepherd and Mark are also working to clean up the financial reports.

12. Iowa Interactive Updates - Tim Erickson, Iowa Interactive.

The campground reservation system is going extremely well. The professional licensing application has seen increased usage. Work continues on several different projects, many of which will go live in the next couple of months.

13. Wrap Up and Adjourn - Sheila Castaneda, Chair.

The next meeting is September 13, 2006.

Council members expressed interest in having a workshop with the new IOWAccess coordinator before the next meeting.

There being no further business, the meeting adjourned at 3:33 p.m.